INSTRUCTIONS

The information listed below is provided to assist you in preparing your monthly reports.

1. DUE DATE

- Please submit this report to the Department of Licensing by the 10th of the following month.
- To avoid delay and additional costs, please maintain a copy of all report sheets for each report in your files.

2. SUPPORTING DOCUMENTS

- The assigned number must be clearly marked and legible for all vehicles on all documents submitted with the report.
- Titles and releases of interest should be signed by the legal owner.
- All copies of original documents must be notarized.
- License plate numbers and vehicle identification (VIN) numbers should be clearly legible on each document.

3. FILLING OUT THE MONTHLY REPORT

- A-G: Please fill out each section completely, for each vehicle you are reporting.
- **E**: Please list all supporting documents that are attached to the report.
- **F**: Please list the license plate number of the car and the state in which it was titled.
- **G**: The date the car was purchased by you, and from whom you purchased this vehicle MUST be included.
- Your signature, witnessed by a notary, completes the form.
- If no vehicles are received during the month, simply write "NONE", sign and send the report to the department.

TO FILL THE FORM ON-SCREEN, CLICK IN THE "BUSINESS NAME" FIELD, THEN TAB THRU THE FORM OR USE THE MOUSE TO POSITION THE CURSOR IN THE DESIRED FIELD. WHEN DONE, PRINT THE DESIRED NUMBER OF COPIES. TO CLEAR THE FORM, CLICK ON THE RESET BUTTON.



SCRAP PROCESSOR MONTHLY REPORT

<u> [[C</u>	<u>Ensil</u>	ng 📙	USINESSNAME			S	CRAP PROCESSOR NO.	REPORT FOR MONTH OF
		A	DDRESS			CITY	STATE	ZIP CODE
A. YARD NUMBER	B. YEAR	C. MAKE		OR VEHICLE	E. SUPPORTING DOCUMENTS	F. LICENSE NUMBER, STATE & YEAR	G. DATE	PURCHASE FROM WHOM
TOWNER			IDENTIFIC	ATION NOMBER	BOOMERTO	OTATE & TEAK	DAIL	T KOM WHOM
oortify that	: (1) the year	iolog listed u	vora logally purcha	and and have been (or	will be) demolished before l	aguing my promises: (2) the licens	and plates listed by	ave been destroyed, as required; (3) thi
s a true rep	oort of all ve	hicles listed v	ehicle salvage pur	chased by me in the las	st 30 days.	eaving my premises, (2) the licer	ise plates listed fla	ive been destroyed, as required, (3) thi
	RE			THE FOLLOWING MON OR INSTRUCTIONS	X X	SIGNATURE OF MOTOR VEHICLE SC	RAP PROCESSOR	
		NOTARY SEAL OR STAMP		State of Washington County of_	NC	NOTARIZATION Signed or attested before me on		
				by Printed Name of Person S	signing Document	Signature		
				Notary's Name (PRINTED or STAMPED)				

Notary Expiration Date